

# PREZI QUICK GUIDE



Resources - <http://sites.fcps.org/trt/> and <http://prezi.com/>

Prezi: Create Flash-based presentations which are nonlinear and dynamic. Go to <http://prezi.com/> to sign-up for a free account.



1. If you have already signed up for an account, please **log-in** to <http://prezi.com/>.

2. To Create a New Prezi -

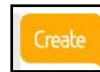
- Click on the **My** link in the top left corner.



- Click on **Create New Prezi**.



- Add a title, pick a style, and click **Create**.



- Your Prezi will now appear on your profile. Click **Open Me** to start creating your Prezi. Then click on **Open** from the tabs on the right.



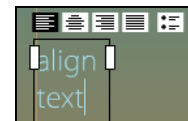
3. Adding Content to Your Prezi Using the Prezi Bubble Menu -

The larger circles are the parent items or main ideas and the small circles are submenus off of the larger ones. Click on the circles to activate the menus. Click on the larger main menu circles to go back.



- Add Text -**

- Click on **Place - Text** and pick a Style. (Body, Strong, and Head Styles vary according to the Original style you picked when you first created your Prezi.)
- Click anywhere and type.
- Click back on the text to edit it (The text tool has to be selected)
- You will notice if you click enter while typing to start a second line you will have additional options to align your text.



- Add Image -**

- Click on **Place - Media - File** and browse for your image. (Remember - **First make sure you** are using images that are not copyrighted. Images that are supported are JPG, PNG, and GIF - with a maximum size of 2880 by 2880 pixels. )

- Add Line, Draw With Pencil, or Highlight -**

- Click on Place - Line and select the tool of your choice to use.
- Click on the canvas and draw, add a line, or highlight.



### 3. Adding Content to Your Prezi Using the Prezi Bubble Menu - *Continued*



- **Add Frame** - Frames help to structure a presentation based on topics. They also allow you to navigate to a group of objects.
  - Click on **Place - Frame** and pick a shape. (To create a frame that is as large as the view you are looking at on your canvas, click **from View**.)
  - Draw the frame around objects on your presentation.
- **Add a Path** - When presenting in front of others it helps to have a sequence as you are going through your presentation. By adding a path, you can click the next arrow to go to the next idea in your Prezi.
  - Click on **Place - Path - path**.
  - Click on objects in the order you would like them to appear.
  - Drag the numbered circles off of an object to remove it from the path.
  - Drag on the smaller circles between the numbers to add another object.
- **Add a Website Link** -
  - Click on **Place - Text**.
  - Type in your website starting with <http://> - Example: <http://google.com>
  - Click on **Place - Prezi - File - Save&Close** and open your presentation back up and the text will be hyperlinked to your website.

### 4. Moving Objects Around on Your Prezi Using the Zebra -

The Zebra allows you to move objects around, adjust the size, and rotate objects.

- Click on **Place**.
- Click on an object.
- Use the area of the Zebra you wish to use.



### 5. Adjust Style -

Want to try a different look for your presentation?

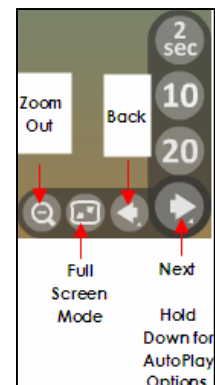
- Click on **Prezi - Style** and your colors and fonts will adjust.

### 6. Saving Your Presentation - There is an autosave feature, but don't forget to save as you are working every once in a while.

- Click on **Prezi - File - Save**. (**Shortcut** - Just click **s** and Prezi will save your presentation.)
- To close, click **Prezi - File - Save&Close**.

### 7. Navigating Around on Your Prezi -

- Click on text and Prezi zooms in.
- Click on background to zoom out. (Press **Spacebar** to zoom out. Hold down **Spacebar** to keep zooming out.)
- Use scroll mouse to zoom in and out.
- Drag around the canvas with your mouse to move around. (To move quickly, hold down **x** and **move your mouse**. *Don't click mouse*.)



### 8. Present your Prezi -

- Click on **Prezi - Show**.
- Navigate using the buttons on the bottom - right.
- Click **Esc** to exit show presentation mode.